

8 May 1952

Report from 1305, Week of 5 May - 9 May

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To :

From:

1. [ ] has moved from [ ] and Training is now in the process of arranging classrooms for the new program which is scheduled to begin May 19.

2. At a meeting held by [ ] on Wednesday, it was decided to pre-test all clerical people reporting at the [ ] in order to determine which classes they should attend. This pre-testing will take place every Tuesday afternoon. In connection with this, it was suggested that Training set a tentative minimum requirement of 40 words per minute for typing and 80 words per minute for shorthand.

25 YEAR RE-REVIEW